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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding for its Fiscal Year (FY) 2010 Juvenile Accountability Block Grants Program. This program furthers DOJ's mission by supporting states and communities in their efforts to develop and implement coordinated delinquency intervention programs and to improve the juvenile justice system.

# **OJJDP FY 2010 Juvenile Accountability Block Grants Program**

## **Eligibility**

Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. Applicants who do not meet this criterion are ineligible to apply under this solicitation.

## **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 6.) The deadline to register in GMS is 8:00 p.m., Eastern Time, on February 11, 2010 and the deadline for applying for funding under this announcement is 8:00 p.m., Eastern Time, on February 25, 2010. (See "Deadlines: Registration and Application," page 3.)

## **Contact Information**

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline hours of operation are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

For assistance with any other requirements of this solicitation, call Thomas Murphy, OJJDP State Representative, at 202-353-8734 or e-mail him at [thomas.murphy@usdoj.gov](mailto:thomas.murphy@usdoj.gov).

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# **OJJDP FY 2010 Juvenile Accountability Block Grants Program (CFDA Number: 16.523)**

## **Overview**

The Juvenile Accountability Block Grants (JABG) Program is authorized under the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C.).

To apply for FY 2010 JABG funds, participating states must follow the application process detailed in this solicitation. The JABG Program supports state and units of local government in their efforts to strengthen their juvenile justice systems.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m., Eastern Time, on February 11, 2010 and the deadline for applying for funding under this announcement is 8:00 p.m., Eastern Time, on February 25, 2010. See "How To Apply," page 6, for more details.

## **Eligibility**

Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. Applicants who do not meet this criterion are ineligible to apply under this solicitation.

State applicants must provide OJJDP with assurance that the state, and any units of local government to which the state provides award funding, has in effect (or shall have in effect not later than 1 year after the date of application submission) laws, or has implemented (or shall implement not later than 1 year after the date of application submission) policies and programs that provide a system of graduated sanctions, as described at 42 U.S.C. 3796ee-2(d). See 42 U.S.C. 3796ee-2.

## **Program-Specific Information**

- **Purpose**

The basic premise underlying the JABG Program is that both offender-focused and system-focused activities promote accountability. For the juvenile offender, accountability means an assurance of facing individualized consequences through which he or she is made aware of, and held responsible for the loss, damage, or injury perpetrated on a victim. Strengthening the juvenile justice system requires an increased capacity to develop youth competence, to efficiently track juveniles through the system, and to provide enhanced options such as restitution, community service, victim-offender mediation, and other restorative justice sanctions that reinforce the mutual obligations of an accountability-based juvenile justice system.

- **Goals, Objectives, and Deliverables**

The following are the long-term goals of the JABG Program:

- By 2014, 78 percent of youth served by subgrantees will be processed using graduated sanctions approaches. (The baseline is 71 percent. The annual goal is a 1-percent increase; the 5-year goal is a 5-percent increase.)
- By 2014, not more than 28 percent of program youth will reoffend. (No baseline is currently available. This rate is based on research involving other intervention programs.) The annual goal is a 1-percent decrease in rates of offending; the 5-year goal is a 5-percent decrease.

### **Amount and Length of Awards**

OJJDP will notify each state of its respective FY 2010 allocation, pending enactment of the FY 2010 Appropriations Act. For planning purposes, states should use their FY 2009 funding levels (see Appendix A).

The awards are for a 3-year project and budget period lasting from July 1, 2010, to June 30, 2013. OJJDP anticipates that the Office should make any awards under this solicitation no later than September 30, 2010.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

### **Budget Information**

**Administrative Costs.** States may allocate administrative costs not to exceed 5 percent of the total award. OJJDP defines administrative costs as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring. See U.S.C. 3796ee-5(c).

**Match Requirement .** Federal funds awarded under this program may not cover more than 90 percent of the total costs of the project being funded. The applicant must identify the source of the 10 percent non-federal portion of the total project costs and how the applicant will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants must satisfy this match requirement with cash only. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 90%/10% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \qquad 10\% \times \$555,555 = \$55,555 \text{ match}$$

**Match Requirement for Construction Projects.** If an award recipient uses JABG funds to construct a permanent juvenile correctional facility, the recipient must meet a 50-percent match of the total project. Grantees must satisfy this match requirement with cash only. The state must ensure that it will make the nonfederal portion of the cost of the programs funded under its JABG allocation available by the end of the project period. To calculate the 50-percent cash match, applicants should take the following step:

**Example:**

50% match requirement: for federal award amount of \$350,000, match should be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000$$

$$50\% \times \$700,000 = \$350,000$$

## **Performance Measures Requirements**

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include,” page 8, for additional information. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on the offender and juvenile justice system.</p> <p>The objective is to ensure that states are addressing 1 or more of the 17 purposes areas and receiving information on best practices from OJJDP.</p> <p>Specific project objectives will depend on the purpose area(s) selected and whether project activities are direct service and/or system improvement-focused.</p>	<p>The following are mandatory measures for all JABG grantees. Grantees may also select any additional outcome or output measures applicable to the program areas selected.</p> <p>Number of youth served by program.</p> <p>Percent of eligible youth served using graduated sanctions approaches.</p> <p>Percent of youth completing program requirements.</p> <p>Percent of programs/initiatives employing evidence-based practices.</p> <p>Percent of youth with whom an evidence-based practice was used.</p> <p>Percent of program youth who reoffend.</p> <p>Percent of program youth who exhibit a desired change in the targeted behaviors.</p> <p>Percent of JABG funds awarded for system improvement.</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance data. For information on specific measures and resources, see OJJDP's Performance Measures Web page (<a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a>).</p> <p>Number of youth served.</p> <p>Number of eligible youth served using graduated sanctions approaches.</p> <p>Number of youth completing program requirements.</p> <p>Number of programs/initiatives employing evidence-based practices.</p> <p>Number of youth with whom an evidence-based practice was used.</p> <p>Number of program youth who reoffend.</p> <p>Number of program youth who exhibit a desired change in the targeted behaviors.</p> <p>Amount of JABG funds awarded for system improvement.</p>

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

Applications should be submitted through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties at any point during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1-866-705-5711 or apply online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS](#) home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 10 Juvenile Accountability Block Grants Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

**Note: GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

## **GMS Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you  
If you experience unforeseen GMS technical issues that prevent you from submitting your

application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and a GMS Help Desk tracking number(s). After OJJDP reviews the information you submit and contacts the GMS Helpdesk to validate the technical issues you reported, OJJDP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, OJJDP will reject your application for failing to meet the deadline.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page ([www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm)).

## **What an Application Must Include**

OJP recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that all résumés be included in a single file.

### **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Number pages "1 of 30," "2 of 30," and so forth.) Material required under the "Budget and budget narrative" and "Other attachments" sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

**Project Abstract.** Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. It must not exceed 200 words and should briefly describe the waiver level amount to units of local government, the purpose areas to be utilized at both the state and local units of government, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," page 10). The abstract must describe how the applicant will measure progress toward these goals.



The Program Narrative must include the following components:

1. **JABG Advisory Board.** Pursuant to 42 U.S.C. 3796ee-4(b), states and units of local government must establish and convene an advisory board to recommend a coordinated enforcement plan for how they will use the JABG funds. The board shall include representation from, if appropriate, the state or local police department; the local sheriff's department; the state or local prosecutor's office; a state or local juvenile court; the state or local probation office; the state or local education agency; the state or local social service agency; a nonprofit, nongovernmental victim advocacy organization; and a nonprofit, religious, or community group. States may designate their state advisory group (SAG) as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002, as amended to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements.
2. **Role of the Court.** In the development of the application, the states and units of local government are required to consider the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court in the state and, where appropriate, the chief of the local court, regarding the content of the application. See 42 U.S.C. 3796ee-2(c). Applicants should certify that they have communicated in writing with the chief of the highest court in the state and should submit this letter with the application. Applicants should provide a narrative describing how the state considered the needs of the judicial branch in strengthening the juvenile justice system.
3. **Graduated Sanctions.** The applicant must describe in either narrative form or a flowchart how the state's system of graduated sanctions functions. At a minimum, states, must ensure that:
  - a. sanctions are imposed on juvenile offenders for each delinquent offense.
  - b. the juvenile offender receives more intensive sanctions with each subsequent, more serious delinquent offense.
  - c. there is sufficient flexibility to allow for individualized sanctions and services suited to the individual offender.
  - d. appropriate consideration is given to public safety and victims of crime.
4. **Juvenile Justice System Analysis.** The JABG Advisory Board should develop its state plan based on an analysis of juvenile justice system needs. The analysis should describe juvenile crime trends and gaps that exist within the juvenile justice system. This analysis should form the basis for determining how funds used within the 17 JABG purpose areas can most effectively improve the juvenile justice system and increase accountability for juvenile offenders. See appendix B for JABG Purpose Areas. OJJDP encourages states to focus their JABG resources on programs that target their serious and violent juvenile offender population. The following JABG purpose areas should be accorded priority consideration: (4) hiring additional prosecutors; (5) providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent and juvenile offenders; (7) establishing juvenile gun courts; (13) establishing and maintaining accountability-based programs that enhance school safety; and, (17) establishing, improving, and coordinating pre-release and post-release systems and

programs to facilitate the successful re-entry of juvenile offenders from state and local custody to the community.

5. **Program Descriptions.** Applicants must provide program descriptions for each purpose area and identify the funding allocation for each purpose area selected. Applicants should describe all funds and related activities not subject to the pass-through (see "Other Attachments," page 12, for a more detailed explanation). Additionally, states should identify performance measure data for each purpose area they select. To complete this section, applicants should use the following outline:
  - a) **JABG Purpose Area and Number.** Use only the numbered JABG purpose areas listed in appendix B.
  - b) **Problem Statement.** Briefly state a priority juvenile justice issue or need that the program intends to address.
  - c) **Program Goals.** Provide a broad statement that conveys the program's overall goal to change, reduce, or eliminate the problem described.
  - d) **Program Objectives.** Explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should include the target levels of achievement, thereby further defining the goals and providing the means to measure program performance.
  - e) **Planned Activities and Services.** Describe specific steps that the grantee will take or projects that the grantee will fund to accomplish each objective. This part of the program description must summarize which agencies will implement the program, where and when activities will take place, the specific services that the agencies will provide, who will benefit from the services, and the target population.
  - f) **Performance Measures Requirements.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).
6. **Coordination Efforts.** Include a description of how JABG coordinates efforts with other federal and state programs focusing on juvenile justice, particularly OJJDP's Formula Grants Program.

In addition, to better understand the difficulties state agencies that administer the JABG program encounter in collecting and sharing juvenile justice information, OJJDP requests that the states provide the following information in their FY 2010 JABG application:

- a) A description of the state's process for gathering juvenile justice information and data across state agencies—i.e. state departments of education and welfare, mental health

services, local law enforcement—and how the state makes this information available across agencies and incorporates the data into its comprehensive 3-year plan and annual plan updates.

- b) Specific barriers the state encounters in the sharing of juvenile information of at-risk youth among state agencies, including local law enforcement, i.e. where state statute, regulation, or policy prohibits the sharing of this information.

States are to direct sufficient resources to accomplish this effort and increase the capacity to implement new or improve existing juvenile justice information sharing systems.

**SMART.** All applicants must register with the OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at [smart.gismapping.info](http://smart.gismapping.info). Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 12). Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. For questions about the SMART System, contact Dennis Mondoro at 202–514–3913 or [dennis.mondoro@usdoj.gov](mailto:dennis.mondoro@usdoj.gov).

OJJDP strongly encourages discretionary grant applicants to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. Potential subgrant applicants also should be encouraged to use the SMART system (or an analogous GIS application) when applying for funds from the administering agencies of OJJDP's formula and block grants programs.

## **Budget and Budget Narrative**

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. Total costs that the state specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must include the JABG Purpose Areas that the state intends to fund. Until FY 2010 JABG allocations become available, states should use their FY 2009 funding level for planning purposes.

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the applicant submits a different format, it must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 5.)

### **Other Attachments**

Applicants must submit the following information as attachments to their application. The Other Program Attachments—that must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

**Waiver Requirements.** Pursuant to 42 U.S.C. 3796ee-3(b), states must pass through 75 percent of the total JABG award to eligible units of local government. However, a state that can demonstrate that it bears the primary financial burden for juvenile justice within the state (more than 25 percent) can request a waiver of the pass-through requirement. The FY 2010 waiver request should be in the form of a letter to the OJJDP Administrator, who will review requests for exceptions to this waiver; however, the state must meet the following criteria prior to review or approval:

- demonstration, by comparing state and local expenditures for the proceeding fiscal year, of how the state bears the primary financial burden for juvenile justice services provided in each of the authorized purpose areas
- demonstration of consultation with units of local government in the state, either directly or through organizations representing such units, regarding the proposed waiver
- demonstration of consultation with other state agencies that bear the primary financial burden for juvenile justice.

States that OJJDP has approved previously for a 100-percent waiver may certify in writing to the OJJDP Administrator that the conditions that existed to establish the waiver have not changed since the preceding fiscal year's request.

States cannot use expenditure data that do not fall within any of the 17 purpose areas (such as general law enforcement expenditures) in determining primary financial burden.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation). Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final grant award decisions.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

States must also meet all requirements set forth in the in the Juvenile Justice and Delinquency Prevention Act of 2002, which may be found at [ojdp.ncjrs.gov/about/jjdpa2002titlev.pdf](http://ojdp.ncjrs.gov/about/jjdpa2002titlev.pdf).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement.

# Appendix A: Application Checklist

## OJJDP FY 2010 Juvenile Accountability Block Grants Program

Applicants must submit all applications electronically through OJP's GMS.

- ☐ **Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- ☐ **Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- ☐ **Program Narrative** must present a detailed description of the purpose goals, objectives, strategies, design, and management of the proposed program. Selection criteria include:
  - JABG Advisory Board membership.
  - the role of the court. a system of graduated sanctions.
  - an analysis of juvenile justice system needs.
  - activities by purpose area with corresponding performance measures.
- ☐ **Budget Worksheet** must include a worksheet that identifies and a narrative that justifies all proposed costs. See appendix D for a sample.
- ☐ **Other Attachments** must include the full waiver request information. Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the solicitation for more detailed instructions.

### Deadlines

- ☐ Applicants must register on GMS by 8 p.m. E.T. on February 12, 2010
- ☐ Applicants must submit completed applications by 8 p.m. E.T. on February 26, 2010.

OJJDP will accept applications only through the GMS online application system. OJJDP will not consider mailed or faxed applications.

## Appendix B: FY 2009 Distribution of Juvenile Accountability Block Grants by State

State	JABG Allocation
Alabama	\$767,200
Alaska	326,200
Arizona	1,023,200
Arkansas	569,000
California	4,637,300
Colorado	799,600
Connecticut	625,100
Delaware	337,200
District of Columbia	294,100
Florida	2,135,300
Georgia	1,426,900
Hawaii	374,700
Idaho	431,800
Illinois	1,739,700
Indiana	984,100
Iowa	574,100
Kansas	566,900
Kentucky	711,200
Louisiana	746,600
Maine	371,800
Maryland	877,400
Massachusetts	912,100
Michigan	1,397,200
Minnesota	831,300
Mississippi	601,000
Missouri	908,400
Montana	343,700
Nebraska	449,800
Nevada	550,000
New Hampshire	380,500
New Jersey	1,207,700
New Mexico	475,200
New York	2,308,500
North Carolina	1,279,800
North Dakota	307,700
Ohio	1,530,100
Oklahoma	662,200
Oregon	645,100
Pennsylvania	1,546,400
Rhode Island	350,000
South Carolina	737,400
South Dakota	333,100
Tennessee	930,200
Texas	3,343,900
Utah	623,500
Vermont	302,400
Virginia	1,096,400
Washington	960,600



West Virginia	422,300
Wisconsin	859,800
Wyoming	299,600
Guam	267,600
Puerto Rico	710,721
Virgin Islands/American Samoa/North Mariana*	280,100

**Total** \$48,163,721

\*Virgin Islands - \$94,413, American Samoa - \$86,936, and Northern Mariana Islands - \$99,750

Population figures based on July 1, 2007, Bureau of Census Data for the states and Puerto Rico. Population estimates for the other U.S. territories, namely American Samoa, Guam, Northern Mariana Islands, and the Virgin Islands were taken from the International Data Base located on the US Census Bureau Web site [<http://www.census.gov/ipc/www/idb/index.html>].

## Appendix C: JABG Purpose Areas

The goal of the JABG program is to reduce juvenile offending through accountability-based programs focused on juvenile offenders and the juvenile justice system. To meet that goal and strengthen the juvenile justice system, a state or unit of local government may use JABG funds to perform the following activities:

1. developing, implementing, and administering graduated sanctions for juvenile offenders,
2. building, expanding, renovating, or operating temporary or permanent juvenile correction, detention, or community corrections facilities,
3. hiring juvenile court judges, probation officers, and court-appointed defenders and special advocates, and funding pretrial services (including mental health screening and assessment) for juvenile offenders to promote the effective and expeditious administration of the juvenile justice system,
4. hiring additional prosecutors so that more cases involving violent juvenile offenders can be prosecuted and case backlogs reduced,
5. providing funding to enable prosecutors to address drug, gang, and youth violence problems more effectively and for technology, equipment, and training to help prosecutors identify and expedite the prosecution of violent juvenile offenders,
6. establishing and maintaining training programs for law enforcement and other court personnel with respect to preventing and controlling juvenile crime,
7. establishing juvenile gun courts for the prosecution and adjudication of juvenile firearms offenders,
8. establishing drug court programs for juvenile offenders that provide continuing judicial supervision over juvenile offenders with substance abuse problems and integrate administration of other sanctions and services for such offenders,
9. establishing and maintaining a system of juvenile records designed to promote public safety,
10. establishing and maintaining interagency information sharing programs that enable the juvenile and criminal justice systems, schools, and social services agencies to make more informed decisions regarding the early identification, control, supervision, and treatment of juveniles who repeatedly commit serious delinquent or criminal acts,
11. establishing and maintaining accountability-based programs designed to reduce recidivism among juveniles who are referred by law enforcement personnel or agencies,
12. establishing and maintaining programs to conduct risk and needs assessments that facilitate effective early intervention and the provision of comprehensive services, including mental health screening and treatment and substance abuse testing and treatment, to juvenile offenders,

13. establishing and maintaining accountability-based programs that are designed to enhance school safety, which programs may include research-based bullying, cyber bullying, and gang prevention programs,
14. establishing and maintaining restorative justice programs,
15. establishing and maintaining programs to enable juvenile courts and juvenile probation officers to be more effective and efficient in holding juvenile offenders accountable and reducing recidivism,
16. hiring detention and corrections personnel, and establishing and maintaining training programs for such personnel, to improve facility practices and programming,
17. establishing, improving, and coordinating pre-release and post-release systems and programs to facilitate the successful re-entry of juvenile offenders from state and local custody in the community.

# Appendix D: Sample Budget Worksheet

The Budget Worksheet should include the budget amount for each purpose area that the applicant identifies will receive FY 2009 JABG funds. Funds allocated for administration and cash match are required line items. (See appendix C for JABG purpose areas.)

*Note: Use only the JABG purpose area numbers/titles as shown in appendix C.		OJJDP		
JABG Purpose Areas	Program Title	Federal Share	Match (10%)	Total Funds
	Administration (up to 5%)	\$12,500		
	Pass-through (75%)	187,500		
06	Training programs for law enforcement and court staff	20,000		
12	Risk and needs assessment (MH/SA)	20,000		
14	Restorative justice program	10,000		
	<b>Total</b>	\$250,000	\$27,778	\$277,778

**Match requirement.** JABG funds may not exceed 90 percent of the total program costs, including any funds set aside for program administration. However, if the grantee uses JABG funds to construct a permanent juvenile correctional facility, then the grantee must provide a 50-percent cash match of the total project. The state must ensure that it will make available the nonfederal portion of the cost of the programs funded under the state's JABG allocation by the end of the project period.

**Match calculation.** To calculate match, apply the following steps:

- 1) Divide the federal award amount (or subgrant award amount) by 0.9 (example: \$250,000 ÷ 0.9 = \$277,778). Multiply \$277,778 by 10 percent = \$27,778 (match amount).
- 2) Total program costs include the federal award amount (or subgrant award amount) plus the match amount (example: \$250,000 + \$27,778 = \$277,778).

**Administration Funds.** JABG funds allocated to administrative costs may not exceed 5 percent of the total award. Administration is defined as activities related to the administration of the JABG program, including a full-time JABG coordinator, evaluation, and monitoring.

## Appendix E: Sample Letter

States or JABG subgrantees seeking advice from members of the judicial system may use this sample letter.

Chief Justice  
Highest Court in the State  
1234 Main Street  
Any City, State 12345

Dear Honorable Justice [Name],

The Governor's office has designated [your agency name] to administer the Juvenile Accountability Block Grants (JABG) program, which the Office of Juvenile Justice and Delinquency Prevention funds and administers. The JABG program provides funding to help states and communities implement accountability-based reforms to strengthen their juvenile justice systems. Per the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3796ee, in the development of the grant application, the states and units of local government are required to consider the needs of the judicial branch in strengthening the juvenile justice system and specifically seek the advice of the chief of the highest court of the state and, where appropriate, the chief judge of the local court, with respect to the application.

We are seeking the input of your office in the development of the state's application to the federal government for fiscal year 2008 funds. It is our goal to work with your office to ensure that the needs of the court are integrated into the overall juvenile justice system improvements we hope to achieve through the JABG program.

I would like to arrange a meeting between you, your staff, and my office to discuss your ideas for how the JABG program can benefit the court system.

I look forward to working with you and will contact your office to arrange a meeting. Should you have any questions, please contact me at [phone number].

Sincerely,

[Signature]  
Executive Director

# Appendix F: Instructions To Complete the JABG State Advisory Board Roster (with Sample)

The State Advisory Board membership table was designed to simplify state reporting requirements. The state should select the designator listed below that best describes each member's qualifications and experience.

States may designate their state advisory group (SAG) under the Juvenile Justice and Delinquency Prevention Act of 2002 to serve as their JABG State Advisory Board (SAB), if the SAG meets the JABG SAB membership requirements.

## Column 1 (Name)

List the names of each Board member, beginning with the Chair, and place an asterisk (\*) after each member, if any, who is also a member of the State Advisory Group.

## Column 2 (Represents)

Select the item from the following list that most closely identifies each member's qualification:

- a. state or local police department.
- b. local sheriff's department.
- c. state or local prosecutor's office.
- d. state or local juvenile court.
- e. state or local probation office.
- f. state or local education agency.
- g. state or local social service agency.
- h. a nonprofit, faith-based, or community group.
- i. a nonprofit, nongovernmental victim advocacy organization.

## Column 3 (Date of Appointment)

Provide the date the member was appointed to the advisory board.

## Column 4 (Residence)

Provide the member's residential or preferred mailing address.

## Sample JABG State Advisory Board Membership Roster\*

	Name	Represents	Date of Appointment	Residence
1	Jane Smith, Chair	D, F	June 1997	Harlem
2	Jane Smith	C	June 1997	Helena
3	Jane Smith	E	June 2001	Missoula
4	Jane Smith	A	June 1997	Great Falls
5	Jane Smith	B	June 1998	Great Falls
6	Jane Smith	E	June 2001	Missoula
7	Jane Smith	E	June 2001	Bozeman
8	Jane Smith	B	June 1998	Helena
9	Jane Smith	C	June 1998	Helena
10	Jane Smith	D	June 1997	Bozeman
11	Jane Smith	B	June 1999	Butte
12	Jane Smith	A, C	June 1999	Kalispell
13	Jane Smith	A, D	June 2000	Great Falls
14	Jane Smith	D	June 1997	Billings
15	Jane Smith	C	June 2000	Helena

\*List Chair first.

Source: Modified from Montana's FY 2002 Formula Grants application.